



DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
7613 CARDINAL ROAD
REDSTONE ARSENAL, AL 35898-5000

REPLY TO
ATTENTION OF

24 May 2010

AMSAC-RM

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND
EMPLOYEES


SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 101.13 -
Use of Premium (Business/First Class) Accommodations and Use of Frequent Flyer Miles (FFM)

1. It is Department of Defense policy that travelers using commercial air carriers for official travel shall use less than premium class accommodations. Therefore, the primary mode of transportation for official travel is commercial coach class, defined here as the basic accommodations offered to travelers, regardless of fare paid. Coach class is also referred to as "tourist" or "economy class."
2. Any class of service, regardless of name, that exceeds the cost and/or luxury level of coach class accommodations must be treated as premium class travel (economy plus, business, executive, coach plus, etc.).
3. All requests for premium class travel must be treated as an exception to policy. All travelers, regardless of rank or grade, must provide written justification for each request for use of premium class accommodations. The written justification must include statements that clearly identify the appropriate citation in the Joint Travel Regulation, paragraph C2204, or Joint Federal Travel Regulation, paragraph U3125 and clearly provide full justification for the use of premium class travel.
4. Requests for premium class travel must be approved by the following authorized officials.
 - a. The U.S. Army Materiel Command (AMC) Executive Deputy to the Commanding General (EDCG) will approve all premium class (less than first class) travel. A memorandum for the EDCG's approval must be coordinated with the USASAC Resource Management Directorate and submitted through the USASAC chain of command to AMC, G1, Business Integration and Budget for staffing and approval.
 - b. The sole approval authority for first class accommodations is the Secretary of the Army. A memorandum must be coordinated with the USASAC Resource Management Directorate and submitted through the USASAC chain of command to AMC, G1, Business Integration and Budget for staffing and approval.

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5. Travelers may retain frequent flyer benefits earned when traveling in an official government capacity and these flyer benefits may also be used to upgrade to another class of service while on official travel. Upgrades purchased with the traveler's FFM do not require approval. Travelers are responsible for updating their own profiles with frequent flyer account numbers.
6. This Policy Memorandum supersedes USASAC Policy Statement 101.13, 9 July 1999.



CHRISTOPHER TUCKER
Brigadier General, USA
Commanding